

Department of Administrative Services
Division of Construction Services
Job Title: Grants and Contracts Specialist

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current Grants and Contract Specialist examination list or those who hold permanent status in the class.

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: 61001

Hours: 8AM – 5PM (40 hours/week)

Salary: \$76,373 - \$98,224 / AR 26 (Employees new to State service start at the base of the range)

Closing Date: October 9, 2015

Eligibility Requirement: Candidates must have applied for and passed the Grants and Contracts Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

Examples of Duties: Performs specialized related duties in the area of grants management; performs research to support the application for or the disbursement of grants including needs analysis, literature review and regulations critique to identify problems and determine priorities; develops alternatives; gathers information related to program area; develops goals and objectives, evaluation standards, timetables, other program components and department policy for program area and individual projects; monitors use of grant monies to ensure compliance with state statutes and regulation; facilitates direct grant process; provides technical assistance and acts as resource person to grantees; evaluates program proposals and applications for conformance with regulations and state goals; monitors and assesses ongoing programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness; attends meetings of appropriate state, local and regional organizations and performs other liaison functions to coordinate efforts in program area; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

General Experience: Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Criteria: In addition to the above requirements, the preferred candidate will have a Bachelor's degree in Accounting, Business Finance or a closely related field; Experience applying governing laws and regulations for purposes of State or School Construction; Experience working with public grants and state bond fund authorizations; experience processing requisitions on construction projects; experience managing multiple projects on a deadline; Proficiency in Microsoft Office Word, Excel, Access and Outlook.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, Application for Employment (CT-HR-12: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), exam letter with score, three professional reference letters (State Employees: Attendance calendars for the last two years and last two service ratings) to:

Department of Administrative Services
Attn: Ms. Morgan Roane, HR Specialist
165 Capitol Avenue
Hartford, CT 06106
Fax: 860-730-8278 or Email: morgan.roane@ct.gov
Subject Line Must Include: Last Name, Job Posting Number 61001

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.